

From: [Latham \(Polinko\), Janine](#)
To: [Sherman, Robert](#); [Hadwin, Erik](#); [Delgado, Eric](#); [Smalley, Bryant](#)
Cc: [Eric.bay@westonsolutions.com](#); [Brad.Morgan@WestonSolutions.com](#); [kris.fuller@westonsolutions.com](#); [Raj.Dutt@WestonSolutions.com](#); [Lara, Alex](#); [Long.Ma@WestonSolutions.com](#)
Subject: RE: Property Module Data Management - Lard Oil
Date: Monday, August 22, 2016 2:24:43 PM

We have updated Access to have a form and to have the Status's updated to assign.
Please synch to see the most current set up.
Let us know as you need help or have questions.
Thanks.

From: Latham (Polinko), Janine
Sent: Monday, August 22, 2016 1:32 PM
To: Sherman, Robert ; Hadwin, Erik ; 'Delgado.eric@epa.gov' (Delgado.eric@epa.gov) ; 'smalley.bryant@epa.gov'
Cc: Bay, Eric ; Morgan, Bradley ; Fuller, Kris ; Dutt, Rajendra (Raj) ; Lara, Alex ; Long.Ma@WestonSolutions.com
Subject: Property Module Data Management - Lard Oil

Property ID

Street Name Abbreviation (First Three Letters) Street Number
205 Capitol Street = CAP205

- Response Manager Unique Property ID
- Add to photos on OSC.net in Description or TAG (this way someone can link them up to the Response Manager Record and load them to the property
- Add to Access Agreements Documents

Access Tracking in the Field (and in RM)

- Track every access attempt (Date and Time) with the following Status and Questions:

Access Status (RM/Field)

Not Attempted
Access Pending
Access Denied
Access Granted
Dynamic Questions:
Lard Access? Yes/No
EPA Access? Yes/No
Comment

Other Questions from the Field regarding access?

Access Tracking in the Field (and in RM)

- Track every Assessment (Date and Time) with the following Status and Questions
- Don't update a previous assessment with new information create a new assessment.

Assessment Status (RM/Field)

Oil Observed
No Oil
Work Started
Work Completed
Dynamic Questions:

Does yard have oil?
Does House have oil on outside?
Does house have oil on inside?
Has the Cleanup started?
Is the Cleanup Finished?
Comment

Other Questions from the Field regarding Assessment?

Photo for Properties

Every Property
Overview Photo

With oil:

Picture showing the oil externally

Inside the Property internally representative Pictures.

We also want to add properties and track those that have been assessed with no oil observed.

Currently there is just oil observed properties.

We will send you a site specific Data Management plan to keep track of all this and get RM updated so you can track all discussed above.

Let us know as you have questions or needs and if you are tracking additional information for Access or Assessment that we need to capture in a dynamic question.

Also let us know if we can start entering information for you.

Thanks.

Janine Polinko Latham

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